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GENERAL INFORMATION

Processing hours: DMV technical staff is available to help with any on-line system problems Monday through Friday 7:30 AM. to 4:15 PM, however processing can take place outside of this time frame. Some planned outages may occasionally occur. These outages will be communicated with sufficient lead-time to allow for any necessary contingency plans. DMV technical support staff can be reached at 800-362-3050.

Web Access Management System (WAMS): For logon ID and password questions contact the WAMS Internet site at <https://on.wisconsin.gov/>

Agent Partnership Unit (APU): For questions related to the completion of electronic title/registration applications, contact DMV's Agent Partnership Unit at 608-266-3566 between the hours of 7:30 AM and 4:15 PM, Monday through Friday or email your question to AgentPartnershipUnit@dot.wi.gov

Dealer Licensing Unit (DLU): For questions regarding a dealer's business license, call DMV's Dealer Licensing Unit at 608-266-1425. Phones are answered between the hours of 7:30 AM and 4:15 PM, Monday through Friday. You can also email your questions to DealerLicensingUnit@dot.wi.gov

eMV11 Home Page: For general information about eMV11 including the sign-up process visit the eMV PARTNER Home Page at emvpartner.wi.gov/intro

eMV11 User Manual: Access the eMV11 User Manual at:
<http://www.wisconsin.gov/Pages/dmv/dlr-agents/dlr-ttl-reg/manual.aspx>

INITIAL SETUP

Signing up for eMV11

Interested parties must register for a Web Access Management System (WAMS) account at the [State of Wisconsin self-registration site](#).

Set up a user ID for each person who will need [access](#). Please note that obtaining a user ID is a two-step process and you must complete BOTH steps within 4 days of requesting the account or you will need to begin the self-registration process over again.

Once you have been verified with a WAMS account, complete the eMV PARTNER application process [here](#)

For questions regarding the sign-on process and user roles, call DMV's Dealer Licensing Unit at (608) 266-1425. Phones are answered between the hours of 7:30 AM and 4:15 PM. Monday through Friday. You can also e-mail your questions to DealerLicensingUnit@dot.wi.gov

Internet Address for eMV11

Access the eMV11 processing site at emvpartner.wi.gov

Bank Account Information

Upon accessing the eMV11 application, your electronic fund transfer information must be entered by performing the steps below before processing any title or inquiry transactions. Refer to emvpartner.wi.gov/Financial for step-by-step instructions.

Adobe Reader:



You will need the Adobe Reader (provided free of charge) to view PDF files. For more information about getting your free copy of the Adobe Reader, visit WisDOT's Software information page at:

<http://wisconsindot.gov/Pages/global-footer/software.aspx>

Adobe Reader Settings:

Each computer that will be using eMV11 will need to have the Adobe Reader settings adjusted prior to processing. When you click a PDF link on a web page, it can open either within the web browser or directly in Acrobat or Reader. Each browser has its own settings to control how PDFs open.

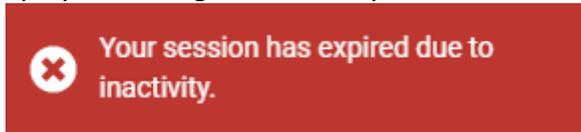
To change the display behavior, follow the instructions for your browser at:

<http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>

GETTING STARTED

Getting Started: Enter your WAMS logon ID and password. Use the underlined links highlighted in blue for help. For additional questions, visit the WAMS Internet site at <https://on.wisconsin.gov/>

For security purposes, eMV PARTNER has been designed with an inactivity timer. After 15 minutes of inactivity, the user will need to log in using their WAMS ID again. The below message will display indicating the inactivity timer.



A screenshot of the eMV PARTNER website. The top navigation bar includes the Wisconsin state logo and "WISCONSIN.GOV" on the left, and "Agency Directory" and "Online Services" on the right. The main header area features the text "Department of Transportation" and "eMV PARTNER" in large font. Below this, a paragraph explains that PARTNER stands for Processing Applications Renewals and Titles with New Electronic Resources. On the right side of the header is a "Sign In" form with fields for "WAMS ID" and "Password", both marked as "Required". A "SIGN IN" button is located below the password field. Below the header is a section titled "New Features coming soon:" which includes an image of a laptop and a notebook, and a sub-section for "Online Training and Certification" with the text "Flexible, self-paced training allows users to certify from anywhere online." The footer contains contact information: "Customer Service: (608) 250-4606 Email: wi_helpdesk@egov.com", the copyright notice "Copyright Wisconsin Department of Transportation", and the "wisconsin.gov" logo.

WELCOME PAGE

PRIVACY DISCLAIMER

Welcome to Wisconsin eMV ×

Select an organization on whose behalf you are processing Required

Select... ▼

Attention

This system is for authorized users only and system access is monitored. Access to and use of information from this system is exclusively limited to work defined in the contract with DMV.

Personal inquiries for one's self, friends, family, coworkers, etc., or for marketing purposes are prohibited.

Inappropriate use of DMV information obtained from this system may result in civil penalties and/or criminal prosecution as noted in the Federal Drivers Privacy Protection Act and applicable state and federal laws. By using this system you expressly consent to understanding your responsibility to protect the confidentiality of all personal information obtained through this system.

Select the correct organization from the dropdown menu.

Select *Accept* to continue

Processing Tip: DO NOT use the Internet browser arrows (Back and Forward) to navigate. To move from page to page in eMV PARTNER, use the controls at the bottom or top of each page.

SELECT BUSINESS LICENSE

Select Business License

Select a business license Required

Select...

MV

MC

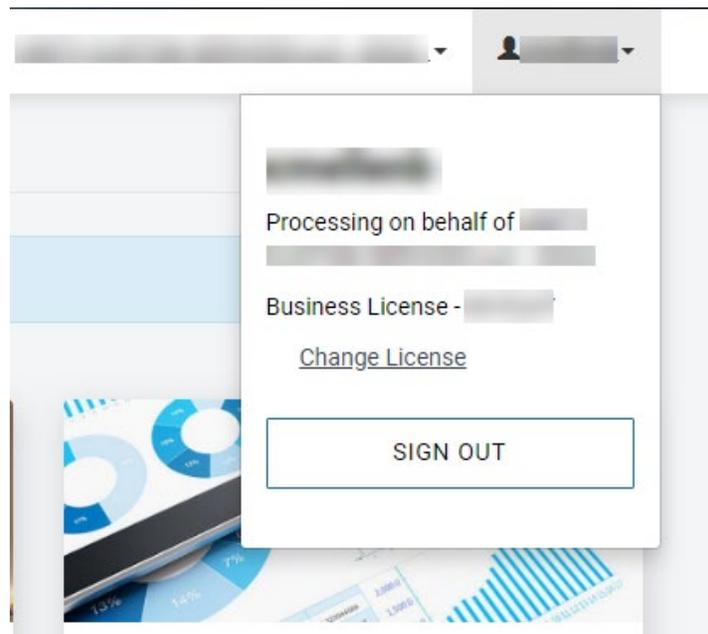
RV

Cancel Save

If the selected dealership has multiple dealership licenses, they will display in a dropdown to choose from.

Select the appropriate dealerlicense (if applicable) for the type of vehicle needing to be processed.

To change your selected business license, select your WAMS ID and click *Change License*



DASHBOARD SCREEN

WISCONSIN.GOV Agency Directory Online Services

Department of Transportation
eMV PARTNER

DX

Dashboard

Message of the Day test.



Transactions

- [Title/Registration Processing](#)
- [Title Only](#)
- [Vehicle Inquiry](#)
- [Junk Vehicle](#)
- [Reset/Cancel Transaction](#)
- [Salvage Inspector Temp Plate](#)
- [Standalone Temp Plate](#)
- [Replace Title & Add a Lien](#)
- [Remove Lien](#)
- [Repossess Vehicle](#)
- [Pended Transactions](#)



User Management

- [Manage Users](#)
- [Lookup Certification](#)
- [View Application](#)
- [Test Certification](#)
- [My Applications](#)



Reports

- [Junk Report](#)
- [Reprint Forms](#)



Financial Management

- [Financial Setup](#)
- [Summary Report](#)
- [Transaction Detail Report](#)



Fleet Management

- [Fleet Management](#)
- [Fleet Renewal](#)

Customer Service: (608) 250-4606 Email: wi_helpdesk@egov.com
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MENU BLOCKS

Based on the roles assigned to you by your Organization Administrator, your dashboard will display different option links.

1. Transactions

- a. **Title/Registration Processing:** Select to process vehicle title and registration applications
- b. **Title Only:** No registration will be issued, and purchaser must be separately applying for IRP (International Registration Plan) or adding a Lien holder
- c. **Vehicle Inquiry:** Select to view vehicle information on record with DMV
- d. **Junk Vehicle:** Select to junk a vehicle (this transaction cannot be reset/canceled)
- e. **Reset/Cancel Transaction:** You can cancel a transaction before 8 p.m. the same day it is completed. You can cancel a transaction that has been pended (but not yet completed) indefinitely.
- f. **Standalone Temporary Plate:** Issue a temporary plate.
- g. **Pended Transactions:** Select to complete applications that you have started and saved as pended.

2. User Management

- a. **Manage Users:** Used by the Organization Administrator to add/remove roles and users from an organization.
- b. **Lookup Certification:** Used to review a certification status for a user assigned to an organization. To see all users, leave the data field blank and select *Search*.
- c. **Test Certification:** Location for users to attempt a certification exam by selecting *Certify* in the appropriate certification exam row. Provides the results of certification exams attempted and the certification required for the organization.
- d. **My Applications:** Provides a list of all organization applications submitted by the user. Can review the status or edit an application.

3. Reports

- a. **Junk Reports:** View vehicles that have been junked by this terminal ID.
- b. **Reprint Forms:** Reprint all documents electronically generated during a transaction for this terminal ID.

4. Financial Management:

- a. **Financial Setup:** Accessing/changing bank account information (ACH role required)
- b. **Summary Report:** Coming Soon
- c. **Transaction Detail Report:** Coming Soon